

~~SECRET~~

OSA-3229-67

29 AUG 1967

MEMORANDUM FOR: Deputy for Operations, OSA
Deputy for Research & Development, OSA
Comptroller, OSA

SUBJECT: Monthly and Quarterly Program Progress Reports

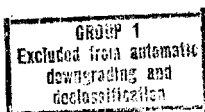
1. Monthly Progress Reports are no longer required by DDS&T and will no longer be prepared by OSA.
2. The Comptroller's Staff, up until now, has been melding the Monthly Progress Report from Operations and R&D to provide DDS&T with a Quarterly Progress Report. The Staff is reluctant to delete cumulative items which the originating office considered significant and thus the Quarterly Progress Report forwarded to DDS&T frequently consists of thirty or more typewritten pages. The OSA Progress Report is melded by DDS&T and published as an over-all Directorate Progress Report. OSA has had the reputation of preparing one of the best reports in the Directorate; however, as the report grows in size, with many of the less significant items included, readers lose interest in the report.
3. Hereafter, beginning with the third quarter report due 29 September 1967, the Deputy for Operations (SAS) will prepare the Quarterly Progress Report and forward it to the D/SA for review and signature. This report will incorporate appropriate edited portions of the separately published DR&D monthly reports together with appropriate inputs from Operations.
4. I would appreciate knowing the names of those people involved who will be responsible for the preparation of subject report and what coordination and timing is required to produce the report. For instance, the DR&D monthly reports are available at COB on the third working day following the period being reported. Would appreciate your comments and suggestions, including answers to the above by 31 August 1967.

25X1A

[REDACTED]

JOHN PARANGOSKY

Deputy Director of Special Activities



~~SECRET~~